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ABSTRACT

This document gives detailed instructions for filling out application forms for child advocacy demonstration projects. Proposals for pilot projects to be operated within school neighborhoods may be submitted by institutions, agencies, or consortiums to the Bureau of Education for the Handicapped and the National Bureau of Mental Health. The major purposes of such programs are to: (1) insure that children have access to services which are available in the community, (2) identify needed preventive and remedial services which are not available and mobilize resources to get such services, and (3) evaluate and improve the effectiveness of services. Citizen participation is considered vital to the child advocacy projects. Funding will be provided through grants to public schools or various community agencies. Because of limited funds, special consideration may be given to applicants who have or can involve collaborative programs already underway. (NH)

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U. S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

BUREAU OF EDUCATION FOR THE HANDICAPPED
AND THE
NATIONAL INSTITUTE OF MENTAL HEALTH

BEH/NIMH JOINT PLANNING COMMITTEE FOR CHILDREN
SUBCOMMITTEE ON CHILD ADVOCACY

PROGRAM ADMINISTRATION MANUAL FOR CHILD ADVOCACY DEMONSTRATION PROJECTS

Foreward

The Bureau of Education for the Handicapped and the National Institute of Mental Health are interested in jointly supporting grants for innovative child advocacy demonstration projects to be operated within school neighborhoods. These pilot projects are intended to strengthen neighborhood resources and competence for facilitating optimal development of children. The ultimate goal is to improve total community resources and the delivery of services for the emotional, social and educational development of all children within the neighborhood, with special emphasis on improving the environmental systems for children presenting behavioral or developmental problems. Funding could be awarded to public schools or school agencies, community mental health agencies or any other type of combination (or consortium) of community or other non-profit agencies which would assure effectiveness and visibility of the project.

The purposes of child advocacy include, but need not be limited to:

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1. insuring that all children in a designated area have access to whatever human services they need, which are currently available in the community;

2. identifying needed direct preventive and remedial services that are not available, and mobilizing resources to initiate those services; and

3. evaluating and improving the effectiveness of services, both by formal research techniques and by participation of parents and other interested community members in decisions affecting new programs or modification of old ones.

The total amount of funds available to support child advocacy demonstrations is limited. Therefore, special consideration may be given to those applicants who have or involve collaborative programs already under way that can serve as a nucleus for the demonstration. Examples of such programs might include diagnostic and remedial centers, family health programs, and projects training parents and volunteers to work with children.

An essential element in developing child advocacy is the formation of a policy-making board whose membership represents children's interests in the neighborhood area to be served. The Child Advocacy Board must include citizen participation and representatives from any group which will play a significant role in the Project. It should be composed of members from a variety of sources such as parent and

citizen groups, public or private school systems, mental health facilities, local government bodies, health and welfare agencies, juvenile courts, colleges or universities. It could include among its membership persons concerned with such areas as research, evaluation, law or public relations.

It is anticipated that a special contract will be made by the Department of Health, Education, and Welfare for an overall evaluation of the Child Advocacy Demonstration Projects. Each grantee is expected to cooperate with the staff of such evaluation.

Application Procedure

The applicant may be an institution, agency or consortium.

Applications for support of a child advocacy project consist of four parts:

1) a properly executed application form (OE-6022);

2) the body of the application;

3) a detailed description of personnel, facilities and budget items; and

4) assurances of accountability.

Twelve sets of each part are required, and should be mailed to the following address:

Bureau of Education for the Handicapped
BEH/NIMH Joint Planning Committee (2318 ROB)
U.S. Office of Education
400 Maryland Avenue, S.W.
Washington, D. C. 20202

The applicant will be sent the name of the project officer, and the official identification number assigned to his application. No further information about the status of the application will be given during the review and recommendation process. The applicant will be notified whether or not the proposed activity is to be recommended for negotiation. If the project is so recommended, the applicant will be sent any information necessary for subsequent action.

The following information should help in preparing your application:

A. The Application Form. The original application form must be signed by the proposed project director (or initiator), by the appropriate official authorized to act for the institution or agency, and by the applicant's responsible financial management officer. The abstract (which is part of the application form) must be written in language understandable to an informed layman, and should include 1) a statement of the purpose, objectives and goals of the project; 2) a statement of procedures to be employed in achieving these; and, 3) the expected contribution to the fields of education, child development, and mental health, specifically in terms of the project's potential for improving the delivery system of human services to children, for improving the environmental conditions affecting delivery of these services, and, very importantly, the project's pontential for application to other communities.

B. The Body of the Application. This portion, in narrative form, communicates the project's plan and its intended effectiveness. It should be clear, concise, complete, typed double spaced, and if possible, should be kept within 40 pages. The body should clearly define the long-and short-range objectives of the advocacy system, based on problem analysis and specific needs of children in the target community. It should succinctly explain the strategies it will pursue for developing and applying the advocacy system in meeting its objectives and its implications for the community. There should be sufficient description of the methodology associated with each aspect of the project to enable reviewers to make a sound judgment as to its substantive merit.

It will be helpful to the reviewers if the body is subtitled in accordance with the following categories:

1. Problem and Objectives. A statement of the problem and purposes, a description of the target neighborhood and child population, a concise statement of objectives in relation to need, and any other information necessary to establish a sound rationale for the conduct of the proposed demonstration.

2. Description of Activities. In keeping with the purpose of child advocacy, explain what will be done by whom, for whom, where, when, how. This will be the basis for determining the degree to which the proposed activity can be expected to accomplish its objectives.

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Describe the planning procedure for developing the prototype child advocacy concept. To develop a prototype in an area where little knowledge or background is available requires careful planning, beyond just a review of relevant literature and use of outside consultants. You will need to describe the exploratory activities for gaining empirical experiences upon which the rationale for the prototype is based, and, now the proposed prototype will look once it becomes operational. Consideration and description of alternative strategies should be noted; this will give the reviewers greater insight into the problems you are attacking, and into the innovativeness of your approach.

The body should present in detail the roles of the project staff, their responsibilities and relationships with each other and with cooperating agencies. The role of the project director should include involvement with the advocacy board, with respect to decisions affecting policy and planning for new programs. He must share with the Child Advocacy Board the responsibility for evaluating existing programs.

The kind of information to be used in decision making, both from systematic research data and from reports of staff working in the field need to be anticipated in as much detail as possible. The roles of staff in identifying children in need of help, attempting to secure services from agencies, providing

crisis intervention, assessing the effectiveness of service components and providing feedback to the project director and the child advocacy board all need careful attention in the application.

Since a project will probably use both professional and non-professional staff, care needs to be given to criteria for selections that are clearly related to a functional analysis of the requirements of each role and for pre-service training and continuing supervision. For non-professional workers, consideration needs to be given to a "career ladder" plan, linking the work role to a certificate training program, and/or degree program.

The structure of the proposed advocacy system to be developed should be conceptualized to show how it will influence improvement of the environmental system affecting behavior of children (e.g., how it will improve behavior settings and relationships to significant people with whom the child interacts on a regular basis); how it will influence the development of mechanisms for creating new systems within the neighborhood which could improve the mental health of children; how it will develop continuous systematic linkages between the education agency and other community services on behalf of an individual child; how it will follow the needs of an individual child beginning at the infant

cr nursery school level and continuing into adolescence; and how the system will meet the needs of parents. In fulfilling the above strategies it is incumbent upon the applicant to involve and utilize all existing, relevant services for children which are available to the target community.

The population of children living in the school district should be described with special emphasis on any of its characteristics or of environmental circumstances that appear to be related to the development of children's problems. Actual or estimated prevalence of major childhood problems--emotional disturbance, juvenile delinquency, school dropouts, etc.--should be included. The extent of services currently available for children living in the neighborhood should be described along with some estimate of the number of children each serves, admission policy, case flow and follow-up procedures. This description (at the minimum) should account for the following systems: education, physical and mental health, welfare and judicial. Child advocacy training programs and project evaluation resources should also be described (for example: junior college training for indigenous workers, career ladder development leading to certification and/or associate degrees).

Since articulation of services for children is one of the central roles of child advocacy, any prior history or current projects

illustrating collaborative efforts should be described and documented in detail. Evaluation of the effectiveness of such undertakings including reference to additional resources needed to move toward even more effective service delivery of programs of prevention, would be especially helpful. Details of the planning for future collaboration among the participating agencies should include a statement by each of its commitment of personnel or other resources to the child advocacy program and its commitment to work with the child advocacy board to improve children's services.

The evaluation should be longitudinal, and should include an assessment of existing service components, the desired institutional systems change, the impact of the total demonstration upon the lives of the children in the community, recruitment and training of personnel, and cost effectiveness.

3. The Use to be Made of Findings. This tells how the results of the activity may be disseminated and/or implemented, and what contribution to the fields of education, child development, and mental health can be expected, specifically in terms of the project's potential for improving the delivery systems of human services to children, for improving the environmental conditions affecting delivery of these services, and very importantly, the project's potential for application to other communities.

C. Detail of Personnel, Facilities, and Budget. Availability of personnel and facilities is important in determining capability to perform the proposed activity. Personnel with major responsibilities should be listed by name, social security number, position title, experience, responsibilities within the project, percentage of time committed to the activity, and the extent to which this commitment has been assured. If personnel are unknown, or not yet recruited, the qualification requirements for the position should be described. Consultants who have agreed to serve should be similarly identified (or the application should describe the type of consultative assistance required). Complete vitae should be appended for major personnel and members of the child advocacy board.

Facilities should be described, and the extent to which their use has been assured should be indicated.

The Budget section of the application starts on a new page and uses the tabular format as summarized on page 2 of the application. This section should describe, in narrative, the program costs in sufficient detail to evidence careful analysis of expected costs, and an understanding of fiscal responsibility. In addition to the anticipated new monies from the project, the budget should include other Federal, public or private sources of funds.

Indicate the amount and source of all other funding. Other funding can be in cash or kind. The total of all funding should be shown by category (as listed on page 2 of the application form), and the Federal funds requested for this application should be shown separately by category. The award document will provide for the transfer of Federal funds from one category to another.

The budget submission requested herein is the conventional "input" type of budget. During the course of the project, the project officer may be in touch with the grantee to offer technical assistance in restructuring the budget in terms of "outputs" (i.e., a program type budget); this will match the project's costs to its objectives.

The budget should show the planned costs for the initial year of the project with estimated costs for each succeeding year. An approved project will be awarded for one, two, three, four or five years, funded annually (subject to appropriations and annual review). The continuation budgets should reflect some planned increases in other non-Federal resources, leading toward project continuation beyond the duration of Federal funding. They may reflect cost increases because of planned or built-in expansions in scope of work. Any requirement for supplemental funding because of unplanned increases in scope of work, or because of inflation, must be submitted on a supplemental

application. Funding of approved supplemental requests, as well as funding for planned or built-in expansions, will be contingent upon availability of funds.

Due to limitations of Federal funds, applicants are requested to seriously consider waiving (by appropriate statement in their application) any requirement for indirect costs, or, in the absence of a complete waiver of indirect costs, expressing a mutual interest in the success of this program by offering to share costs and asking for a lesser amount of indirect costs.

In the event the applicant has an established indirect cost rate with the Department of Health, Education, and Welfare indicate:

1. the currently authorized rate
2. the effective time period
3. the base
4. whether provisional or fixed

If a rate is not established at this time, it is suggested that you initiate necessary actions to establish one in accordance with instructions in the attached Guide (HEW - Establishing Indirect Cost Rates).

D. Assurances of Accountability. The fourth part of the application will consist of a statement that the applicant has read and fully understood this Program Administration Manual; that the applicant will maintain adequate records

and accounts, and that all aspects of the project (program and financial) will be open to review by and at the convenience of the Federal government; that the applicant will comply with Title VI of the Civil Rights Act of 1964; that the applicant will comply with the grant terms and conditions (see attached), that applicant, upon request of reviewers, will provide the latest financial report, showing capitalization and other financial aspects, of the applicant organization.

This part should also state whether or not the project (or a similar project) has been the subject of a proposal submitted elsewhere, or whether or not it is an extension of or addition to a previous or current project supported by any Federal agency. If so, identify the agency and the grant or contract number.

In addition, if any of the primary personnel have a current or uncompleted project with the Office of Education, NIMH, or other Federal agency, indicate the status of the project, the amount of time devoted to it, and the relationships between the current and the proposed project. If any of the personnel previously completed a research or development project federally supported, give information to identify it.

Where agreements with school districts or other cooperating agencies are a factor, copies of the agreements or letters of intent from the agencies should be appended.